

## Youth Services Policy A.2.4 Awards and Recognition

<b>Central Office/Office of Human Resources</b> <b>Review and Findings of Nominations</b>
--

Unit Name: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Head: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Job Title: \_\_\_\_\_ ISIS/HR No.: \_\_\_\_\_

This employee is being nominated for:

\_\_\_\_\_ Special Projects/ Innovation/ Significant Achievement

\_\_\_\_\_ Education, Training and/or Certification Award

\_\_\_\_\_ Deputy Secretary's Award of Excellence/Distinguished Service

**RESULTS:** \_\_\_\_\_ **Employee meets all criteria and is eligible**\_\_\_\_\_ **Employee did NOT meet all criteria and is NOT eligible**

A review of the criteria set forth in Policy A.2.4 and the nominee's records revealed:

\_\_\_\_\_ Yes      \_\_\_\_\_ No      PPR - An overall rating of "Achieves Expectations" or better

\_\_\_\_\_ Yes      \_\_\_\_\_ No      Disciplinary Actions - A disciplinary action or pending disciplinary action exists for the period of nomination

\_\_\_\_\_ Yes      \_\_\_\_\_ No      Meets the Award Category/Policy Criteria

**UNDERSECRETARY/DESIGNEE:**

\_\_\_\_\_ Funding is available and approved in the amount of \$ \_\_\_\_\_ for this award.

\_\_\_\_\_ Funding is not available      \_\_\_\_\_ Funding is not approved.

\_\_\_\_\_  
Signature of Undersecretary/Designee\_\_\_\_\_  
Title